



State of Tennessee Department of Children's Services

Administrative Policies and Procedures:3.5

Subject: Use of Foster Care Wraparound Funds, Collective Fund Accounts and Independent Living Funds

Supersedes: N/A

Local Policy: No

Local Procedures: No

Training Required: No

Approved by:

Effective date: 04/15/99

Revised date:

Application

To All Program Operations Employees

Authority:

TCA 37-5-105(3), TCA 37-5-106, TCA 37-5-108 (1) and (8)

Policy

The Department of Children's Services shall use foster care wraparound funds to provide appropriate support for children living in DCS approved family foster homes.

Procedures

A. Children/youth in DCS Custody

1. Clothing items

Initial clothing outlays and emergency clothing for children in state custody have the following purchasing limits:

- a) Age 0-2 - \$115
- b) Age 3 - 4 - \$170
- c) Age 5 - 12 - \$150
- d) Age 13 and over - \$200

2. Travel expenses

Travel is reimbursed for foster parents who transport foster children for appointments, visits and other necessary events.

- a) Approved travel reimbursement rates will be in accordance with Tennessee state comprehensive travel regulations.
- b) Form FA-0080, State of Tennessee Claim for Travel Expenses will be completed with the dates of travel, to and from locations, amount of miles, mileage rate and amount of claim. Form FA-0080, *State of Tennessee Claim for Travel Expenses*, must be attached to form CS-0493, *Standard Claim Invoice*.
- c) Form CS-0493, *Standard Claim Invoice*, contains the child information, dates of service, amount of claim, original signatures of case manager, foster parents and supervisor.
- d) All claims must be submitted to the DCS fiscal services division for payment.

3. Respite Care

The director of regional services will approve all requests for respite for DCS foster care parents. When respite is a regular expense, DCS residential or home county case managers are encouraged to build the respite expense into the DCS foster care rate.

4. Other Requests

Requests to use foster care wraparound funds for other purposes must have approval of the director regional services prior to the expenditure.

5. Collective Fund Account (CFA)

- a) Purchases for children using trust fund balances are submitted by the case manager on for CS-0493, *Standard Claim Invoice*.
- b) Purchases are made in accordance with the provisions of the Michael B. settlement (children with social security trust fund accounts). Case managers are to ensure there are trust fund balances available before purchases are made.
- c) Any questions are referred to the Director of Fiscal Services.

6. IV-E Independent living

- a) Funds are to be expended in accordance with written instructions from the program specialist assigned to the IV-E Independent Living Program. Refer to the *Case Management Manual*.
- b) All expenditures are to be approved by the program specialist assigned to the IV-E Independent Living Program before submitting a *Standard Claim Invoice*, form CS-0493,

to fiscal and administrative services.

B. Non-custody

1. Wraparound expenditures for non-custodial children are covered with flex funds per contracts with twelve (12) CSA's (Community Service Agencies).
2. CSA flex funds may also be utilized to provide wraparound services other than clothing and respite for custodial children.

**C. Adoption
assistance**

1. The Director of Adoptions must approve adoption assistance legal payments. They are to be submitted on the *Standard Claim Invoice*, form CS-0493, by the adoption assistance designee.
2. All other adoption assistance requests are approved by the adoption assistance designee according to the terms of the individual adoption assistance agreements and DCS Policies [15.10, Adoption Assistance Agreements Created Prior to October 1, 1997](#); [15.11, Adoption Assistance Agreements Created On or After October 1, 1997](#) and [15.12 Deferred Adoption Assistance](#).
3. Transportation costs will be paid during the adoption assistance pre-placement visitation process, in accordance with Tennessee state comprehensive travel regulations. The child must be a special needs child, meet adoption assistance eligibility criteria, a placement must occur and the department has entered into an adoption assistance agreement with the family. The adoptive assistance parents' lodging, meals and mileage are eligible for reimbursement according to Tennessee state comprehensive travel regulations. This must be submitted on the *Standard Claim Invoice*, form CS-0493, by the adoption assistance designee.

Forms/Templates

CS-0493 Standard Claim Invoice
FA-0080 State of Tennessee Claim For Travel Expenses

Collateral Documents

State of TN Comprehensive Travel Regulations
Case Management Manual

Standards

None